Your Name Here
Mailing Address
City, State, Zip Code

[Date]

Contact name
Organization name
Mailing Address
City, State, Zip Code

[Mr./Ms.]

I am reaching out today to express my interest in volunteering with [insert organization name]. I am passionate about [specify cause] and am extremely impressed with your organization's commitment to this cause. I would very much like to participate in your efforts to [describe the organization's mission or work] by volunteering my time and talents.

I understand that your group has an upcoming [specify what you want to help with, such as a fundraising campaign, community outreach effort, special project or program, etc.], and I would very much like to become involved as a volunteer. As you can see from the enclosed resume, my background includes experience in [list relevant experience related to the type of volunteer work you would like to do with the organization]. I am open to volunteering to help with [specify a few roles/tasks you would be interested in], as well as to filling other roles in which my skills would be helpful.

Thank you in advance for your consideration. Please let me know what I should do next in order to be considered to assist your organization as a volunteer. You can reach me at [insert phone number] or [insert email address]. I look forward to hearing from you soon, and to becoming an active volunteer with [organization name].

Regards,

[Your full name]

LOVE to KNOW
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